
NORTHFIELD COMMUNITY SCHOOL
Northfield Community School, Vocal Music Room, 6:30 PM

Meeting Called to Order

Roll Call

Salute to Flag

Silent Moment

Announcement

This is to advise the general public and to instruct that it be recorded in the Minutes that in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meeting Act", Northfield Board of Education at 3:00 p.m. on January 5, 2016 caused to be posted at the Office of the Board of Education located at 2000 New Road, Northfield, New Jersey and at 3:00 p.m. on January 5, 2016 mailed to The Press of Atlantic City and to The Current of Egg Harbor Township and the Office of the Municipal Clerk of Northfield a meeting notice setting forth the time, date and location of this meeting.

THE NORTHFIELD BOARD OF EDUCATION USES A "CONSENT AGENDA" PROCEDURE.

1. Executive Session

Motion to adopt the following resolution - BE IT RESOLVED by the Northfield Board of Education that, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.) it shall enter into Executive Session to discuss Executive Session minutes, personnel, students matters, negotiations, HIB and other matters of attorney client privilege. The information discussed can be disclosed to the public only upon formal written request to the board secretary at the next work, special or regular meeting to determine if the time and circumstances would be appropriate to disclose the information discussed. At the conclusion of this session the Board of Education will reconvene the regular portion of the meeting and action may, or may not, be taken.

2. Open to the Public- (Public Comment may be limited to three minutes per person per issue)

The Board of Education welcomes your comments, concerns, and questions. Every agenda provides two opportunities for concerned citizens to address the Board. Be advised that we do not discuss specific personnel or student matters in public and if your comment concerns those matters, we ask that you speak to the Superintendent directly.

Effective responsible consideration of an issue by the Board is best accomplished when it is scheduled in advance, as an item on the meeting agenda. Therefore, while comments and questions are welcomed, the Board generally will not respond to items or engage in a dialogue during public comment. When

appropriate, questions or concerns may be referred to Administration for investigation, referred to a Board committee for review, or referred to other staff or professionals for assistance, and if necessary, reported back to the Board at a later meeting. Please be advised that there is a 3 minute limit for each public speaker.

3. Curriculum

- A. Curriculum Committee Report (Mrs. Levitt) Attachments
- B. Motion to approve the following School Trip for the School Year 15-16:
- Student Council Trip to Great Adventure on June 1, 2016
 - 8th grade trip to Brigantine Beach on June 6, 2016
 - Selected students from Grades 5-8 to Thomas Jefferson University on June 20, 2016
 - 3rd and 4th grade to Mainland High School to see The Lion King on May 26, 2016.
- C. May Monthly Reports Attachments
- Mr. Robbins
 - Mrs. Vaccaro
 - Mrs. Dye
 - Ms. Leone
 - Mr. Mease
 - Ms. Leatherwood
 - Mr. Phommathep
 -
- D. Motion to approve the following walking trips for the Summer Special Education Extended Year Program for the summer 2016:
- July 14, 21, 28 & 8/4 - Northfield Public Library
 - July 26 - Birch Grove Park
- E. Motion to approve, the attached SACC Summer Video Production Proposal. Attachments
- F. Motion to approve, the attached SACC Summer Theater program proposal. Attachments
- G. Motion to approve, upon the recommendation of the Superintendent that the last week of school be half day sessions. (6/13, 6/14, 6/15)
- H. Motion to approve the 2016-2017 School Calendar. Attachments

4. Personnel

- A. Personnel Committee Report (Mr. Wynne)
- B. Motion to approve the posting and/or advertising for 2 MS Detention Teachers and 8th grade Dinner Dance Chaperones for the 16-17 SY.
- C. Motion to approve, upon the recommendation of the Superintendent, the following teachers for the positions of Middle School Central Detention Teachers at a salary of \$42* per hour for the 2016-2017 school year (*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.):
- Raina Nash
 - Patsy Stonelake
- D. Motion to approve, upon the recommendation of the Superintendent, the

following staff members as Dance/Dinner Dance Chaperones for the 2016-2017 school year at a compensation rate of \$85* per event (*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.):

- Steve Miller
- Raina Nash
- Carol Simon-Murphy
- Patsy Stonelake
- Denise Zuccarino
- Kathy O'Connor

- E. Motion to approve the posting and/or advertising of 2 PT Main Entrance Receptionists during the weeks of 8/15 through 9/2.
- F. Motion to accept the resignation of Beverly Bodenlos as PT Special Education Aide effective May 27, 2016.
- G. Motion to approve, the posting and/or advertising for Special Education Aide (to replace Beverly Bodenlos).
- H. Motion to accept the retirement of Kathleen Sullivan as a Preschool Aide effective 7/1/2016.
- I. Motion to approve, the posting and/or advertising of a Full-Time Special Education Aide. (to replace Kathy Sullivan).
- J. Motion to approve, upon the recommendation of the Superintendent, Terry Mittleman as a personal aide for DOB 1/23/03 for 2 weeks of Summer SACC (7/17-8/5) at a rate of \$12.50/hour for 37.5 hours a week or \$937.50 This program is funded by the IDEIA Grant Funds.
- K. Motion to approve, upon the recommendation of the Superintendent, Tara Booth as a Personal Aide for DOB 6/2/09 for 3 afternoons per week for Summer SACC (7/11 - 8/5 - M-W-F 12:30 -3:30) at a rate of \$12.50/hour or \$450.00 This program is funded by the IDEIA Funds.
- L. Motion to approve the posting and/or advertising for Advisors/Coaches Attachments for the 2016-17 school year.
- M. Motion to approve, the posting and/or advertising for a PT Middle School Summer Office Help. It will be on a as needed basis, up to 30 hours, 7/1 through 8/26/16 at a rate of \$10,00/hr, no benefits.
- N. Motion to approve the attached list of substitutes for the 2015-2016 school Attachments year.
- O. Motion to approve, upon the recommendation of the Superintendent, Joanne Uhling as substitute special education tutor for the summer program for 4 weeks as needed at a cost of \$42/hr. from 7/11/16 - 8/5/16. This program is funded by the IDEIA Grant.
- P. Motion to approve, upon the recommendation of the Superintendent, to continue the employment of Alicia Champion as PT Temporary Substitute Classroom Aide for 19.5 hours per week (no benefits) at a hourly rate of \$10.00 a hour until 6/17/16.
- Q. Motion to approve the posting for PTO sponsored clubs. These postings Attachments are for the half year of 2016-2017 school year. (2nd half of clubs will be posted at a later date.)
- R. Motion to approve, the attached list of Proposed Staff for the Summer Attachments SACC 2016.

- S. Motion to approve, the resignation of Keileigh McGinnis, as special education classroom aid, effective 6/17/16.

5. Facilities

- A. Facilities Committee Report (Mr. Barnhart) Attachments
- B. Motion to approve and authorize the Board Facilities Committee, in consultation with the Business Administrator, Superintendent, and the district’s professional consultants, to approve change orders for critical items in the course of the upcoming construction project required to complete the project in a timely matter, with a maximum aggregate limit of \$20,000 of the \$40,000 allowance provided in the base bid, and subject to ratification at the next regular meeting of the board.

6. Finance

- A. Finance Committee Report (Dr. Syed) Attachments
- B. Pursuant to NJAC 6A:23A-16:10(c)4, we certify that as of April 30 2016, and having received the certification of the Business Administrator, pursuant to NJAC 6A:23A-16.10(c)3, that the total of encumbrances and expenditures for each line item do not exceed the line item appropriation, and after review of the secretary's monthly financial report(appropriations section), and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of NJAC 6A:23A-10.10(c)4, and that the sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- C. Motion to approve the Board's Secretary Report from April 30, 2016. Attachments
- D. Motion to approve the Cash Reconciliation(Treasurer's) Report for April 30, 2016. Attachments
- E. Motion to approve the attached list of Transfers for May 23, 2016. Attachments
- F. Motion to approve the Bill's List in the amount of \$331,954.47 Attachments
- G. Motion to approve the purchase and installation of Cisco wireless infrastructure upgrades, including 2 – 48 port POE switches and 20 POE wireless access points, using WSCA NASPO New Jersey State Contract M7000 AR233 PA#87720, from NWN in the amount of \$32,962.03 with potential E-Rate funding of up to 50%.
- H. Motion to approve a resolution that the Private School, Yale School Southeast III Campus, Inc., is not required to charge District students for any “paid or reduced meals” furnished directly or indirectly by YALE to them. This shall be effective for the school year beginning September 1, 2016 and ending June 30, 2017.
- I. Motion to approve a resolution that the Private School, Yale School East Campus, Inc., is not required to charge District students for any “paid or reduced meals” furnished directly or indirectly by YALE to them. This shall be effective for the school year beginning September 1, 2016 and ending June 30, 2017.
- J. Motion to approve a resolution that the Private School, Coastal Learning Center Atlantic, is not required to charge District students for any “paid or reduced meals” furnished directly or indirectly by Coastal to them, and

Coastal Learning Center does not have to apply for reimbursement for the Child Nutrition program. This shall be effective for the school year beginning September 1, 2016 and ending June 30, 2017.

- K. Motion to approve and establish petty cash fund and administrator as follows:
- Northfield Community School - Linda Albright - \$250.00
 - Northfield Community School SACC - Linda Albright - \$50.00
 - Northfield Community Education Program - Linda Albright - \$100.00
- L. Motion to adopt a resolution approving the minimum chart of accounts under the mandated Generally Accepted Accounting Principals (GAAP) and that the Board will approve any necessary transfers at the minimum level set forth for the 2016/2017 budget format.
- M. Motion to approve a maximum of \$10,000.00 in the general fund 2016-2017 budget year allotted for travel and travel related expenditures as outlined in the Budget Resolution.
- N. Motion to appoint Dr. Bushay of Generations Family Medicine, as School Physician for the 2016-2017 school year for an annual retainer of \$5,000 under the terms of the proposed agreement.
- O. Motion to appoint Preziosi, Nicholson & Associates PA, Certified Public Accountants, as School Auditor for the 2016-2017 school year at a rate of \$14,500.00, under the terms of the proposed agreement.
- P. Motion to approve the Peer Review Report for Preziosi, Nicholson and Associates for the 2016-2017 contract year.
- Q. Motion to approve Schwartz, Simon, Edelstein & Celso, LLC as School Solicitor for the 2016-2017 school year, for an annual retainer of \$7,125.00, under the terms of the proposed agreement.
- R. Motion to approve the Continuing Disclosure Agent Service Agreement with Phoenix Advisors, LLC in the amount of \$850.00, all-inclusive fee, for the 2016-2017 school year.
- S. Motion to appoint Stanley Gunnison, CPCU, of C.J. Adams Co. Insurance Inc., as Risk Management Consultant for the 2016-2017 school year at a flat rate of \$3,000.00, under the terms of the Risk Management Consultant agreement.
- T. Motion to appoint Spiegle Architectural Group as Architect of Record for the 2016-2017 school year under the fee structure and terms of the Architect of Record agreement.
- U. Motion to appoint TSA Consulting Group as 403(b) & 457 Third Party Administrator for the 2016-2017 school year (September 1, 2016 through August 31, 2017) under the terms of the existing agreement.
- V. Motion to approve the E-Rate Exchange Services Agreement for in the amount of \$1,350.00 to provide 2017 Category one E-rate services relating to the Universal service Administrative Company/School and Libraries Division E-rate application process for the 2016-2017 school year.
- W. Motion to approve the Automatic Fire Suppression System Inspection Agreement with Rich Fire Protection in the amount of \$1,796.00 for the 2016-2017 school year.
- X. Motion to approve the commercial security system agreement with Atlantic

- Coast Alarm for monitoring of burglar and fire alarm systems in the amount of \$980.00 per year for the 2016-2017 school year.
- Y. Motion to approve the 2016 Annual Summer Preventative Maintenance Agreement with Elmer Schultz Commercial Cooking Equipment, for the kitchen equipment in the amount of \$245.50.
 - Z. Motion to approve the Cooperative Transportation Agreement with ACSSSD as transportation provider for the 2016-2017 extended school year & school year (rates provided after routes are developed).
 - AA. Motion to approve MOES, Monmouth-Ocean Educational Services Commission, Agreement for the provision of Nursing Services for the 2016-2017 school year; \$52.00/hour for RN services, and \$42.00/hour for LPN services. Per the terms of the proposed agreement.
 - AB. Motion to approve participation in the Inter-Local Agency Shared Service Consortia Agreement with EIRC.
 - AC. Motion to approve a resolution for Member Participation in a Cooperative Pricing System with the Middlesex Regional Services Commission, MRESC, and authorized the School Business Administrator to execute the agreement.
 - AD. Motion to approve the Annual Software Support Renewal Contract with Computer Solutions, Inc. for Human Resources, Payroll, and Accounting Software services in the amount of \$9,552.00 for the period July 1, 2016 through June 30, 2017.
 - AE. Motion to approve DOB 2/6/09 to attend ACSSSD summer program from 7/1 through 7/29 at a rate of \$550/week or \$2,200.
 - AF. Motion to approve DOB 7/20/09 to attend ACSSSD Summer program from 7/1 through 7/29 at a rate of \$550/week or \$2,200.
 - AG. Motion to approve DOB 3/25/03 to attend YALE School - Audubon Summer program from 7/5 - 8/15 at a rate of \$1,395.05/week or \$8,370.30
 - AH. Motion to approve the attached list of professional development days for designated staff. Attachments
 - AI. Motion to approve the attached list of 2016-2017 anticipated contracts to be renewed, awarded, or to expire during the school year pursuant to PL 2015, Chapter 47. Attachments
 - AJ. Motion to approve the purchase of a Chariot 2 I-scrub 20", 21A onboard charger, pad driver, from South Jersey paper products, in the amount of \$6,731.44.
 - AK. Motion to approve the purchase and installation of a commercial, Admiral Dishwasher, conveyor type, Insinger Model No. Admiral 44-4, from Don J. Urie Associates Inc., in the amount of \$16,371.00.
 - AL. Motion to approve the vended meals contract between Northfield Board of Education and YALE school, Atlantic to provide student lunches at \$4.00 per lunch, contract will include for a set amount of lunches per day based on enrollments, approximated at 60-65, for the 2016-2017 school year per the terms of the Northfield Board of Education/Yale Agreement. Adult lunches will be available for \$4.50 per lunch on a cash per diem basis.

7. Policy

- A. Policy Committee Report (Mrs. Woodhouse-Hughes)

8. Appointments and Procedures

- A. Motion to approve the following officials for the 2016-2017 school year:
- Linda Albright as the School Board Secretary
 - Linda Albright, School Business Administrator, as the authorized purchasing agent, authorized to award contracts on behalf of the Northfield Board of Education that are in aggregate less than 15% of the bid threshold (currently \$6,000) without soliciting competitive quotations, and is authorized to seek quotations, when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,000.00) but less than the bid threshold of \$40,000.00
 - Glenn Robbins as Affirmative Action Officer (Elementary School)
 - Maureen Vaccaro as Affirmative Action Officer (Middle School)
 - Glenn Robbins, Middle School Principal, 2000 New Road, Northfield, NJ 407-4000, as Title IX Coordinator
 - Lisa Harvey as Drug & Alcohol Coordinator
 - Pete Bretones as Emergency Management Coordinator
 - Janice Dye as School Improvement Coordinator
 - Janice Dye as Civil Rights Coordinator
 - Glenn Robbins as Section 504 Compliance Officer (Middle School)
 - Maureen Vaccaro as Section 504 Compliance Officer (Elementary School)
 - Karen Batschelet, Child Study Team, 2000 New Road, Northfield, NJ 407-4000 as ADA Coordinator
 - Karen Batschelet as Coordinator of Child Study Team per terms and conditions of employment contract.
 - Linda Albright as Conscientious Employee Protection Act Officer (CEPA)
 - Linda Albright as Public Affirmative Action Contract Officer (PACO)
 - Linda Albright as Custodian of Records
 - Linda Albright as The Right to Know Officer
 - Linda Albright as the Safety & Health Designee
 - Linda Albright as the Chemical Hygiene Officer
 - Rollin Mease as The Integrated Pest Management Coordinator
 - Rollin Mease as The Indoor Air Quality Designee
 - Carole Lyons as Acting Board Secretary in the absence of the Board Secretary
 - Kim Zaretsky as Homeless Liaison
- B. Motion to approve the following 403(b) and 457 Tax Shelter Annuity Providers:
- Morgan Stanley, Jay Hurley
 - Equitable Life Insurance, Bob Marone
 - Lincoln Life Insurance, Vincent Blanche
 - Siracusa Benefits, Jared Gruccio
 - Vanguard Group
- C. Motion to approve the following supplemental insurance providers:
- AFLAC - Russell Burt
 - Phifer Financial Services - Walter Landgraf
 - Prudential Insurance Company - Leslie Kendus
 - UNUM Provident

- D. Motion to Adopt the forms and procedures required to be used for the filing of notices of tort claim against the Board of Education on accordance with the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:8-6, and as recommended by the ACCASBO JIF to which the Board is a member.
- E. Motion to approve the procurement of Goods & Services through State Agency Contracts.
- F. Motion to approve the Emergency Operations Plan, Crisis Intervention Procedures and Emergency Management Plan.

9. Community Relations

- A. Community Relations Report (Mrs. Delcher)
- B. PTO Update

10. Other Business

- A. Superintendent Report (Mr. Garguilo)
- B. HIB Report Attachments
- C. Motion to approve the Regular Session Meeting Minutes from April 25, 2016. Attachments
- D. Motion to approve the Budget Public Hearing Meeting Minutes from April 25, 2016. Attachments
- E. Motion to approve the Revised Executive Session Meeting Minutes from January 25, 2016.
- F. Motion to approve the Executive Session Meeting Minutes from February 22, 2016.
- G. Motion to approve the Executive Session Meeting Minutes from March 21, 2016.
- H. Motion to approve the Executive Session Meeting Minutes from April 25, 2016.
- I. Maker Faire:
On June 18-19, 2016, makers from across the United States will convene in Washington, DC, at the Second Annual National Maker Faire. Kicking off the "Week of Making" (June 17-23) National Maker Faire gives curious, inventive people a place to share what they love to make. Attendees at this free, family-friendly event will have the opportunity to interact with such technologies as Raspberry Pi, Arduino, electronics, and 3D printers as well as STEM (Science, Technology, Engineering, and Math) projects, textiles, crafting activities, homemade robots, and more.
- J. Attached is a write up on a Event that will take place at Thomas Jefferson University on June 20, 2016. Attachments
- K. Green Team Update - J. Dye
- L. Motion to approve, the attached Resolution Supporting the City of Northfield Safe Routes to School Project and the Application for Safe Routes to School Funding to Make Infrastructure Improvements That will Improve the Walking and Biking Environment for students. Attachments

11. Open to the Public

12. Executive Session

Motion to adopt the following resolution - WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in Executive session under certain limited circumstances; and WHEREAS, said law requires the Board of Education to adopt a resolution at a public meeting before it can meet in scheduled to hold meeting on March 21, 2016 at 6:30 p.m. in the Northfield Community School Music Room; and WHEREAS, the Board of Education expects to discuss matters in Executive Session at this meeting; NOW THEREFORE, BE IT RESOLVED, that the Northfield City Board of Education expects to discuss personnel, executive session minutes, negotiations and matters covered by attorney client privilege during the aforementioned Executive Session; and BE IT FURTHER RESOLVED that the public portion of the Northfield Board of Education meeting will commence at 7:00 p.m.

13. Announcement

Next Regular BOE meeting, Monday, June 27, 2016, Vocal Music Room, 6:30 p.m.

14. Adjournment